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April 15, 1997

VIA EXPRESS MAIL

BOX PATENT APPLICATION  
Assistant Commissioner  
for Patents  
U.S. Patent and Trademark  
Office  
Washington, D.C. 20231

Re: Filing of New U.S. Patent Application  
of Richard Marc Libman  
Entitled "METHOD AND APPARATUS FOR PREPARING  
CLIENT COMMUNICATIONS INVOLVING FINANCIAL  
PRODUCTS AND SERVICES"  
Our Ref.: 430-012

Dear Sir:

We hereby submit the following documents in connection with  
the filing of this new U.S. patent application entitled "METHOD  
AND APPARATUS FOR PREPARING CLIENT COMMUNICATIONS INVOLVING  
FINANCIAL PRODUCTS AND SERVICES," inventor Richard Marc Libman:

1. Specification (57 pages) including claims (6 independent claims, 57 claims total) and Appendices 1 and 2 (3 pages, Appendix 2 being double sided);
2. Abstract (1 page);
3. Drawing sheets (18 sheets including Figs. 1-17);
4. Declaration and Power of Attorney executed by the inventor;
5. Verified Statement - Small Entity Status - Independent Inventor; and

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**一、** 凡在本市范围内从事生产经营活动的个体工商户，均须依法缴纳工商管理费。  
**二、** 工商管理费的征收标准按照《个体工商户管理暂行条例》及实施细则的有关规定执行。  
**三、** 个体工商户应在规定的期限内申报并缴纳工商管理费，逾期不缴者将依法加收滞纳金。  
**四、** 工商行政管理部门有权对个体工商户的经营情况进行监督检查，并对违反规定的行为进行处罚。

Basic Filing Fee:	\$ 385.00
Independent claims in excess of 3:	
3 x \$ <u>40.00</u> each:	\$ 120.00
Total claims in excess of 20:	
37 x \$ <u>11.00</u> each:	\$ 407.00
Total fees:	\$ 912.00

Sincerely,

Stéph T. Sullivan

STS/grg  
Enclosures